

Bonner County Job Description



Title: Fair Helper-Seasonal

Department: FAIR

Supervisor: Fairgrounds Foreman

Supervision Exercised: None

Wage Grade: 4

Job Description Revision: 03_22_2017

Number of Vacancies: [for recruitment use]

Open Date: [for recruitment use] **Close Date:** [for recruitment use]

Posting Title	Fair Helper, Seasonal
----------------------	-----------------------

General Summary	<p>Assist the Fairgrounds Foreman, Fair Maintenance Tech and the Fair Director in performing any duties to maintain the fairgrounds and assist in putting on events.</p> <p>Must have a valid driver's license. Applicant must be able to lift a maximum of 40 pounds. Background check will be performed. Alcohol and drug test will be required.</p>
------------------------	--

Essential Functions	<p>The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any particular order of priority and may be amended or added to by the Fairgrounds Director and/ or Fairgrounds Foreman</p> <ol style="list-style-type: none"> 1. Maintains grounds, shrub care, weeding, and irrigation of vegetation. Maintains lawns and other areas using mowers, brush hogs, and other equipment as needed for proper maintenance. 2. Ensures proper safety and cleanliness of equipment and the work area. 3. Must be able to operate some equipment such as lawn mowers, tractors, light trucks and end loaders. CDL not required. 4. Maintains all buildings, fences, gates, tables, benches, chairs and all other structures located on the fairgrounds in good working order as instructed by head groundskeeper. 5. Checks all buildings, facilities, and equipment before and after each use if the Fairgrounds Manager or Head Groundskeeper is unable to do so. 6. Prepares for the County Fair, Rodeos and 4-H and Fair Horse Shows, maintains grounds and facilities during the Fair and other assigned events, performs clean up and take down activities at the conclusion of such events and activities as required by the Fairgrounds Director and Fairgrounds Foreman. 7. Performs janitorial jobs as required. 8. Must have basic carpenter skills. 9. Assists with entertainer's set-up and take-down.
----------------------------	---

	10. On occasion, may have to provide direct parking and take parking fees.
--	--

Secondary Functions	Performs all other duties as assigned.
----------------------------	--

Specifications	<ol style="list-style-type: none"> 1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma recommended. 2. Some experience with general maintenance, general facility and vehicle repair, lawn and yard care required or equivalent so as to have experience in maintaining a facility maintenance and groundskeeper environment. 3. Must posse good work habits and the ability to perform set instructions as directed. 4. Basic understanding of general maintenance and repair functions as needed in the upkeep and maintenance of the fairgrounds. 5. Ability to use a variety of hand tools, machinery, vehicles as equipment as needed in the upkeep and maintenance of the fairgrounds. 6. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public. 7. Ability to communicate effectively, both orally and in writing. 8. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
-----------------------	---

Working Conditions	
---------------------------	--

Disclaimer	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At Will Employer.
-------------------	--

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____